

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
OTSEGO COUNTY ROAD COMMISSION
HELD ON THURSDAY, NOVEMBER 12, 2015, AT 9:00 A.M.
AT THE OFFICE LOCATED AT 669 MCCOY ROAD, GAYLORD, MICHIGAN**

ITEM 1 - PLEDGE OF ALLEGIANCE

Meeting called to order by Vice-Chair Matelski at 9:00 a.m. Pledge of Allegiance.

ITEM 2 - ROLL CALL

Upon roll call, the following Commissioners responded:

Holewinski, Present

Matelski, Present

Tholl, Present

In addition, the following staff members were present: Tom Deans, Engineer-Manager; Becky Jerry, Board Secretary.

ITEM 3 – ADDITIONS TO AGENDA

Add Cottage Trail to Reports.

ITEM 4 – APPROVAL OF AGENDA

Motion by Commissioner Holewinski to approve the Agenda with revisions, seconded by Commissioner Tholl. Three ayes, no nays. Motion carried.

ITEM 5 – CONSENT CALENDAR

The purpose of the Consent Calendar is to expedite business by grouping non-controversial items together without discussion. Any member of the Commission, staff, or the public may ask that any item on the Consent Calendar be removed and placed elsewhere on the Agenda for full discussion. Such requests will be automatically respected.

If an item is not removed from the Consent Calendar, the action noted in parentheses on the Agenda is approved by a single Commission action adopting the Consent Calendar. The Manager recommends the following items be adopted:

- A. *Minutes:* The Board approves the Regular Meeting Minutes dated October 21, 2015.
- B. *Payroll:* The Board approves Payroll #22 (\$54,028.18) and Payroll #23 (\$126,666.66) respectively.
- C. *Accounts Payable:* The Board approves Accounts Payable AP/11-1 (\$589,380.75) with \$237,401.99 being paid from millage funds and \$351,978.76 being paid from the general fund, and Accounts Payable Check Register dated 10/1/2015 to 10/31/2015.

Motion by Commissioner Holewinski and seconded by Commissioner Tholl to approve items on the Consent Calendar. Ayes: Unanimous. Motion carried.

ITEM 6 – COUNTY UPDATE

Paul Beachnau, liaison for the County of Otsego Board of Commissioners, discussed the County Budget Resolution/Component Units; employee health insurance; Community Center; Sportsplex skateboard ramp being taken care of by volunteers; Balanced budget.

ITEM 7 – APPOINTMENTS

None.

APPROVED

ITEM 8 – PUBLIC COMMENT

None.

ITEM 10 – UPCOMING MEETINGS

Board went over meeting dates.

- A. Upcoming Road Commission Board meeting dates: November 25 and December 10 at 9:00 a.m.
(Will need to change Thursday, December 24 meeting date)
- B. Road Funding 101: December 8 at 12 noon in Mt. Pleasant. Bill, Roberta, and Becky to attend.

ITEM 11 – FINANCE REPORTS/BUDGETS

None.

ITEM 9 – FOREMEN'S REPORTS/9:30 A.M.

Shop Foreman reported on new trucks; bid for single axle trucks; bid opening December 7; heating service check; internet modem; mechanics; equipment 630 disposal.

State Foreman reported on salt inventory; MDOT office closing; culvert cleaning; meeting with MDOT; road collapse; winter maintenance class.

Randy Stultz, Otsego Lake Township, expressed a thank you to the State Foreman for helping an elderly lady who had an accident.

Parts Foreman reported on parts inventory; contract with Arrow; new cell phones and contract changes from Verizon; signs; winter maintenance.

County Foreman reported on plant closures for patching materials; new temporary driver; staffing issues (need for more); gravel road work, weather permitting; intersection, drainage problems; working on projects.

Discussions were also held on the following:

- 1. Cottage Trail.
- 2. Street/fog light on Old 27 and Circle Drive.

ITEM 16 – CLOSED SESSION TO MEET WITH LEGAL COUNSEL REGARDING LEGAL MATTERS, NEGOTIATIONS, AND TO REVIEW CLOSED SESSION MINUTES DATED NOVEMBER 12, 2015

Motion by Commissioner Tholl to go into Closed Session at 10:17 a.m. to meet with legal counsel regarding legal matters, negotiations, and to review Closed Session Minutes dated November 12, 2015, seconded by Commissioner Holewinski. Roll call vote: Tholl, yes; Holewinski, yes; Matelski, yes. Three ayes, no nays. Motion carried.

Motion by Commissioner Tholl to go back into Open Session at 11:06 a.m., seconded by Commissioner Holewinski. Roll call vote: Tholl, yes; Holewinski, yes; Matelski, yes. Three ayes, no nays. Motion carried.

ITEM 17 – TOWNSHIP – CALL FOR PROJECTS (11:00 A.M.)

The Board met with the following Townships to discuss proposed road projects for the 2016 road construction season:

- 1. Hayes Township
- 2. Bagley Township

ITEM 12 – OLD BUSINESS

- A. CRASIF/Resolution. Motion by Commissioner Holewinski to approve the Resolution of the Members of CRASIF converting into a mutual insurance company by supporting the conversion and to have chair sign said resolution approving conversion (Attached as part

APPROVED

of these minutes), seconded by Commissioner Tholl. Roll call vote: Holewinski, yes; Tholl, yes; Matelski, yes. Three ayes, no nays. Motion carried.

B. 2016 Mt. Jack Road Project. Discussion.

ITEM 13 – NEW BUSINESS

- A. Gravel Pits. Update given by Engineer-Manager. Consensus of Board to delay exploratory soil borings on gravel pits and to bid out gravel materials for 2016.
- B. Verizon Tower Agreement. **Motion by Commissioner Tholl to approve the Land Lease Agreement between the OCRC and New Par (d/b/a Verizon Wireless) leasing a portion of property located at 247 Old State Road, Gaylord, MI (fully described in Section 1 of Land Lease Agreement) for an initial term of five years for an annual rental amount of \$13,000.00 to be paid annually, and thereby authorizing Chair and Engineer-Manager to sign same, seconded by Commissioner Holewinski. Three ayes, no nays. Motion carried.**
- C. POW/MIA Flag. Discussion. Board agreed flag could be purchased.

ITEM 14 – CORRESPONDENCE AND REPORTS

Engineer-Manager’s Report: Further discussion held on Cottage Trail

Discussion on escrow account for Vacation/Sick liability. **Motion by Commissioner Tholl to have Finance Director set up an escrow account for Vacation/Sick liability and to transfer \$145,518.82 from the general account to the escrow account, seconded by Commissioner Holewinski. Three ayes, no nays. Motion carried.**

ITEM 15 – MISCELLANEOUS AND OTHER

A. Permits.

	Applicant	Permit Type/No.	Roads Permitted
1	Earthworks Enterprises Inc.	Ext. Permit #15-138	County Roads
2	DTE Gas	Bore Permit #5069	Knoch Road
3	A1 Harvey Asphalt	Res. Dr. #115-10-23	Manuka Trail
4	DTE Gas	Bore Permit #5070	Opal Lake Road
5	DTE Gas	Plow Permit #5071	Gere’s North Street
6	Great Lakes Energy	OHL Permit #5072	Sherman Road
7	Michigan East Side Sales	Ext. Mobile Permit #001-15	County Roads
8	Michigan East Side Sales	Ext. Mobile Permit #002-15	County Roads
9	DTE Gas	Bore Permit #5073	Algonquin Road
10	DTE Gas	Plow Permit #5074	Birch Way
11	DTE Gas	Bore Permit #5075	Woodland Drive
12	Ken Bradstreet	Res. Dr. #115-11-04	Murner Road
13	DTE Gas	Plow Permit #5076	Algonquin Road
14	DTE Gas	Plow Permit #5077	Michaywe’ Drive

Motion by Commissioner Holewinski, upon recommendation of the Road Commission’s Permit Agent, to approve the permits listed in 1-14 as presented, seconded by Commissioner Tholl. Three ayes, no nays. Motion carried.

B. Otsego Lake level – 1273.42/Bradford Lake level 1247 (Rain Gauge 2.26”) (as of 11/10/15).

ITEM 17 – TOWNSHIP – CALL FOR PROJECTS (11:00 A.M.) cont.

The Board met with the following Townships to discuss proposed road projects for the 2016 road construction season:

- 3. Chester Township
- 4. Elmira Township

APPROVED

5. Otsego Lake Township

ITEM 18 – ADJOURNMENT

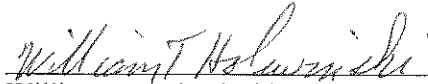
Vice-Chair Matelski moved to adjourn the meeting at 3:58 p.m.



Roberta M. Tholl, Chairman



David C. Matelski, Vice Chairman



William T. Holewinski, Member



Rebecca L. Jerry, Board Secretary